

Bulk Driver Record Screening Request

1. Agencies wishing to screen **more than 10** driver records should submit the request for Bulk Driver Screening to the following address:

**State Budget and Control Board
General Services Division
Office of State Fleet Management
140 Stoneridge Drive, Suite 650
Columbia, SC 29210-8257**

2. Please submit the driver data on a floppy disk or a CD and include a printed filled out copy of this form. Follow the computer tape specifications given below for formatting the data.

Requestor's Signature

Name: _____

Agency No: _____ Agency Name: _____

Address: _____

Position: _____ Phone: _____

Signature: _____ Date: _____

COMPUTER TAPE SPECIFICATIONS FOR SCREENING STATE DRIVER RECORDS

FIELD NAME	NO. OF POS.	SIZE	FORMAT	ENTER
Agency Code	1-3	3	A/N	
Filler	4-9	6	A/N	SPACE
Agency Description	10-17	8	A	DIRM
License Number	18-27	10	N	
Name	28-57	30	A	Last, First M
Birth Date	58-65	8	N	MMDDCCYY (Example: 06151950)
New Employee	66	1	A/N	Y or N
Filler	67	1	A/N	SPACE

Tape description:

DSN: Fleet. Safety. Driver

LRECL: 67

NEW EMPLOYEE: Not previously screened

BLKSIZE: 6600

OLD EMPLOYEE: Previously screened

6250 BPI (Tape input and output)

REQUIREMENTS FOR DATA FIELDS:

AGENCY CODE	REQUIRED & MUST BE 3 CHARACTERS
AGENCY DESCRIPTION-	REQUIRED & MUST BE 'DIRM' REGARDLESS OF YOUR AGENCY NAME.
LICENSE NUMBER-	REQUIRED & MUST BE A VALID SC DRIVER LICENSE NUMBER & MUST BE <i>10</i> DIGITS (NUMERIC) (WITH A LEADING ZERO)
NAME-	REQUIRED & MUST BE LAST NAME, FIRST NAME (YOU MUST PUT A COMMA (',') BETWEEN THE LAST NAME AND THE FIRST NAME. EXAMPLES OF NAME: TUCKER, DEBRA A NIESWONGER, WILLIAM DARL II
BIRTH DATE-	REQUIRED & MUST BE 8 DIGITS (NUMERIC) MM (MONTH), DD (DAY), CC (CENTURY), AND YY (YEAR)

SOME ADDITIONAL POINTS:

- Include a **10 Digit** Drivers License number
- Use **Notepad** text file (not MS Word file)
- Use **3 digit** Agency Code (do not include the division number)
- Make sure to use **CAPITAL LETTER** format
- Use **Space Character** instead of Tab for space fillers
- Send us the request through **Postal Mail** on a Floppy/CD instead of email because of the confidentiality